

Public Safety Group  
Police Series

POLICE CAPTAIN  
02/83

#### CHARACTERISTICS OF THE CLASS:

Under direction, supervises the personnel and the activities of either the motor patrol division, the special services division, or the training and internal security division; serves as administrative officer; and performs related work as required.

#### EXAMPLES OF DUTIES:

In the absence of superior officers, directs and supervises the activities of a police division, and performs the functions of a commanding officer as assigned; confers with the public in person and by telephone, also advises them on City codes and other laws when they inquire; interprets departmental rules, regulations and policies to employees; directs safekeeping of prisoners; cooperates with County, State, and Federal law enforcement agencies in the apprehension and detention of wanted persons, criminals, recovery of stolen property, and in all other matters of mutual interest; participates in the selection and development of new police officers; participates in the formal police training program; supervises the activities and personnel of the motor patrol division, the detective division, the special services division, the training and internal security division, or serves in an administrative capacity.

#### MINIMUM QUALIFICATIONS:

Training and Experience: Eight years of progressively responsible experience as a commissioned police officer with the El Paso Police Department, including two years of service as a Lieutenant.

Knowledge, Abilities and Skills: Considerable knowledge of modern principles, practices and procedures of field and administrative police work; considerable knowledge of pertinent Federal, State and County laws and City ordinances, including particularly the rules and evidence; considerable knowledge of the geography of the City and location of important buildings; considerable knowledge of policies, rules and regulations of the Police Department; considerable knowledge of the modern methods and practices of traffic safety and criminal investigation.

Ability to command the respect of subordinate police officers and to assign, direct and supervise the work; ability to analyze complex police problems and situations and to adopt quick, effective and reasonable courses of action with due regard to surrounding hazards and circumstances; ability to deal with the public courteously and firmly and to establish and maintain satisfactory public relations.

Skill in the use of firearms; skill in the operation of a motor vehicle.

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Director of Personnel

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Department Head